



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre-Aligarh

3/310, Marris Road, Aligarh – 202002 (U.P.).

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Website: (HQ) - www.ignou.ac.in, (RC) - www.rcaligarh.ignou.ac.in

.TENDER NOTICE NO.: IG/RC-47/Printing/2015 Dated: 09/04/2015

Subject: Inviting Sealed Quotation for Printing Job at IGNOU RC-Aligarh (U.P.) on requirement Basis.

Madam/ Sir,

IGNOU Regional Centre, Aligarh invites quotation for Job Printing to IGNOU RC-Aligarh for following items as mentioned below:

S. No.	Items Descriptions	Rate per unit item	Remarks
1	R.R. Form		
2	Leaflet		
3	Candidates Visiting Cards		
4	Acknowledgement		
5	DO Letter Head (A4 Size)		
6	Letter Head (A4 Size)		
7	Window Envelops		
8	Plain Envelops		
9	Printed Envelops		
10	Large Envelops		
11	File		
12	File with IGNOU Address		
13	Broachers		
14	TA Form/Leave Application Form/Contingent Bill (Single Page, A4 Size)		
15	Note Pad		
16	Flex Board (per Sq.m.)		

Terms & Conditions:

1. The rate quotation is invited for a period of One Year effective from the date empanelment. The empanelment period may be extended further on mutual consent basis.
2. The sample of items mentioned above may be seen during office hours (9.00am to 6.00pm) upto 20.05.2015.
3. The rates must be inclusive of designing, printing, stationary, transportation & inclusive of all taxes & and other levies, if any.
4. Printing shall be done only on approved rates & quality of papers.
5. In case rates are not quoted for any particular item then shall be derived from such item.
6. The rate quoted should be for delivery at IGNOU Regional Centre not ex-Shop price.
7. Purchase order shall be placed as per requirement and Agency/vender shall be required to deliver the same within 07working days from the receipt of purchase order.
8. Mere empanelment of vender/shop shall not confer any guarantee to place job award.
9. No minimum quantity will be prescribed; it will be purely on need basis only.
10. Quantity of items to be delivered should be strictly as per approved quality & price.
11. Regional Director can terminate the empanelment at any time without any prior notice.
12. In case, any substandard item is supplied to office then the Firm/Shop can be black listed from IGNOU services for a period as decided by the Regional Director.
13. The vendor may not be allowed to enhance in the price of any item during contract period.
14. Quotation may be decided as a whole, however, office reserves right to award on part basis only.

In case you are interested to supply your service to this office then submit your sealed quotation to this office at the earliest, **latest by - 20th May, 2015(5:00 PM).**

With regards,

Yours sincerely,

**-Sd-
(Dr. Amit Chaturvedi)
Regional Director**